



City of Columbus  
Mayor Michael B. Coleman

## Department of Development

Boyce Safford, III - Director

### Building Services Division

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**May 14, 2008**

**Revised: December 7, 2009**

## **Construction Industry Communication #29**

**From: Tracie Davies, Assistant Director**

**Re: Festival Registration Procedures**

**Background:** One of the many positive features that helps the City of Columbus continue to be ... 'the best city to live, work and raise a family' ..., is its rich history in the area of public festivals, special events and other multi-cultural and arts-related activities.

In 2003, a working group of festival organizers and city officials reviewed applicable city code sections, offered suggestions regarding the improvement of communications and the reduction of regulatory barriers that were inhibiting special event activities. The group sought a balance between the need to protect the public health, safety and welfare while still being able to offer these special events.

**Requirements:** *Columbus City Code Chapter 4113.51 -- Special Building Permits - Tents* provides for temporary use of tents 200-2,000 sq. ft..

**Memorandum:** Festival Registration Requirements:

- Public festivals or special events featuring tents 200-2,000 sq. ft. in total area located on-site for five (5) successive calendar days or less are required to obtain a Festival Registration from the Columbus Building Services Division which provides for temporary use of tents (CCC 4113.51).
- Site plan and a certificate of proof of flame retardant tent material are required at the time of Festival Registration application.
- Tents exceeding 2,000 sq. ft. in total area located on-site for five (5) consecutive calendar days or less require a building permit and associated inspection, along with a Festival Registration.
- Festival Registration applicants shall provide notarized evidence, acceptable to the Chief Building Official, that all tents meet all city code requirements and are safe for their intended use.

- Festivals not using a UL-listed (or other certified testing agency) electrical power supply must obtain an electric permit via an electrical contractor licensed and registered in the City of Columbus – all electric permitted work must be inspected by a city electrical inspector.
- Festival Registration and any associated building and/or electrical permit shall be covered in the current Fee Schedule under Special Services Fees: *Festival Registration*.

Questions regarding Festival Registration procedures should be directed to the BSD Customer Service Center, Linda LaCloche – Manager: ph: 614-645-4685 or via e-mail at: [llacloche@columbus.gov](mailto:llacloche@columbus.gov).